

Position Description

1715 Hour AmeriCorps Member

Team Leader

Location: Helena, Montana



Term of service: January 16, 2024 – November 15, 2024

Service schedule: Member will serve a minimum of 1,715 hours over a 44-week term, averaging 41 hours per week with 80 hours of allocated “Time Not Scheduled to Serve” for use as holiday, vacation or sick time.

Position Summary:

With an essential understanding of AmeriCorps derived from previous AmeriCorps experience, the team leader of Montana Fish, Wildlife & Parks AmeriCorps leads member support, land improvement project coordination along with educational and interpretive program upgrades across the state. Team Leader’s emphasis on collaboration, teambuilding, mentorship, and state-wide project coordination of AmeriCorps members, staff, and volunteers the Team Leader ensures quality experiences for others. The Team Leader will also coordinate statewide land improvement and education projects and will play a vital role in interpretive planning and development at on a state-level.

Member will contribute to the following program goals:

- Improve state lands
- Expand educational and interpretive program capacity
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks and outdoor recreation areas
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program

Specific Position Responsibilities:

- Improve park land
 - Provide project planning and implementation support to other AmeriCorps members on a variety of land improvement projects.
 - Support the three Helena Area Parks (Spring Meadow, Black Sandy, and Elkhorn State Parks) with various projects such as noxious weed management, monofilament removal, trail work, habitat restoration, bluebird box maintenance etc.
- Expand educational and interpretive programs
 - Coordinate the statewide Junior Ranger Program including distribution of Junior Ranger materials, conduct review and suggest revisions of Junior Ranger program and booklets, and work with individual park units to develop park based Junior Ranger program requirements.
 - Support Interpretive planning and product development at Bannack, First People’s Buffalo Jump, Missouri Headwaters and Madison Buffalo Jump, Flathead Lake State Parks and Conclow Fishing Access Site.

- Increase volunteer capacity*
 - Recruit and coordinate volunteer support for land improvement projects at the Helena Area Parks.
 - Create and distribute a statewide Parks Volunteer Newsletter.
 - Review and revise Park Volunteer Program Tool Kit and create and conduct associated training modules.
- Enhance awareness of Montana’s State Parks and Outdoor Recreation Division.
 - Coordinate members presence at statewide events such as the Butte Folk Festival, Bannack Days, the Indian Education for All Conference, and other opportunities
- Team Leader Component
 - Provide leadership and support for Montana State Park AmeriCorps members, through facilitating monthly one-on-one meetings with field-based members, conducting monthly all member call, and facilitating team service projects.

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana’s state parks
- A driver’s license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

Montana Fish, Wildlife and Parks AmeriCorps 2024 Required Trainings and Events (subject to change):

- January 16: First Day of Service
- January 22-25: Member Orientation; Lubrecht Experimental Forest
- March 4-8: Certified Interpretive Guide Training; Lubrecht Experimental Forest
- March 13-15: 19th Annual Serve Montana Symposium; Helena
- June 10-14: All Member Gathering; Lewis and Clark Caverns State Park
- July 19-20: Bannack Days; Bannack State Park
- August 31-September 1: Day of Honor; Chief Plenty Coups State Park
- November 14-15: Close of Service; Helena

Physical and Environmental Demands:

- Work is performed in both an indoor and outdoor environment.
- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, dust, and mosquito infested areas.
- Works with public and may inform public of site rules and regulations.
- May be required to lift over 25lbs across rugged terrain.
- The position may require some travel. The incumbent will be required to work odd hours, weekends, and holidays.

Benefits:

- Living allowance of \$454.00/week (taxed) with a \$300.00/month housing stipend
- An AmeriCorps Education Award of \$6,895 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild, or foster child.
- Eligible for deferment on qualified student loans
- Guaranteed health benefits and childcare assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

To Apply:

Montana Fish, Wildlife and Parks AmeriCorps only accepts applications through the my.americorps.gov portal. To apply, you can follow the link [HERE](#) to our application within my.americorps.gov. Please note, there is only one application for all our 1715-hour positions, placement preference will be assessed during the interview process.

Application Deadline:

Applications are due December 8, 2023.

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

**Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana Fish, Wildlife and Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by

the Program, and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.